

## Checklist for the Briefer

### Before each participant comes:

- \_\_\_\_\_ Make sure the evaluation room is properly set up. Turn on the test equipment. Get the product ready. This may mean turning on the computer and bringing up the product. It may mean turning on another type of machine.
- \_\_\_\_\_ Make sure the documentation is in place, if appropriate.
- \_\_\_\_\_ Have a pad and pens or pencils for taking notes.
- \_\_\_\_\_ Have an ink pen ready for the participant to use in signing the consent form.
- \_\_\_\_\_ Check the folder for that participant. Make sure all of the forms are in the folder.

### At the beginning of each test session:

- \_\_\_\_\_ Greet the participant.
- \_\_\_\_\_ Check the participant's name to be sure that this is the person whom you expect.
- \_\_\_\_\_ Make the participant comfortable. Offer food and beverage.
- \_\_\_\_\_ Bring the participant into the evaluation room.
- \_\_\_\_\_ Let the participant see the cameras and other equipment.
- \_\_\_\_\_ Show the participant where to sit.
- \_\_\_\_\_ Give the participant a brief introduction to the test session.
- \_\_\_\_\_ Ask if the participant has any questions.
- \_\_\_\_\_ Remind the participant to think out loud.
- \_\_\_\_\_ Remind the participant to tell you when he or she has completed each task.
- \_\_\_\_\_ Put the "Testing in Progress" sign on the door.

### At the end of each test session:

- \_\_\_\_\_ Ask the participant to fill out the post-test questionnaire.
- \_\_\_\_\_ Go into the evaluation room and thank the participant for his or her help.

- \_\_\_\_\_ Debrief the participant. Go over the participant's responses to the post-test questionnaire.
- \_\_\_\_\_ Give the participant the payment or other incentive.
- \_\_\_\_\_ Offer to show the participant the observation room. Show the equipment and introduce the team.
- \_\_\_\_\_ Thank the participant and show him or her out.

**After the participant leaves:**

- \_\_\_\_\_ Put all the forms in the participant's folder.
- \_\_\_\_\_ Turn off the equipment in the evaluation room.